

How do I change my LPS password?

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There are two methods of changing your password available, changing it at the desktop or through the Microsoft account web page. Changing your password at the desktop is quicker but can only be performed from an LPS computer. Changing your password through the Microsoft account web page can be performed from any personal computer or device, but requires more steps to accomplish.

NOTE: You must wait at least 24 hours between manual password changes. You can contact the [LPS Help Desk](#) if you need to change your password again during that time.

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Option 1 - Changing your password at the desktop (LPS computers only)

1. Log into an LPS computer.
2. After logging in, press the **Ctrl, Alt** and **Delete** keys at the same time on your keyboard.

3. A menu screen will appear with various options.

4. Click on "**Change a password**".

Windows 10 Menu	Windows 7 Menu

5. Another screen will appear, you will need to enter your old(current) password, new password and then confirm it.

Windows 10 Change Password Screen	Windows 7 Change Password Screen

NOTE: You will not be able to use any previous passwords. Also, blank passwords will be accepted but is not recommended. This can cause security issues and will break other LPS services you may need to access. You may need to contact the [LPS Help Desk](#) to reset the blank password immediately.

6. Press **Enter** on your keyboard or click the **right arrow** button to accept your new password.

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7. If your password is accepted, Press **Enter** on your keyboard or click **Ok**. Otherwise you may retry or cancel.

8. To close the menu window you can click **Cancel** or press **Esc** on your keyboard.

Option 2 - Changing your password using the Microsoft account web page

1. Visit the account web page site at: <https://aka.ms/setupsecurityinfo>

2. Log in using your LPS email address.

3. You will be taken to your Microsoft account page. Click on **Privacy** on the left-hand menu.

4. At the Privacy settings screen, click on **Password** on the left-hand menu.

5. Another screen will appear, here you will need to enter your old password, new password and then confirm it.

NOTE: You will not be able to use any previous passwords.

6. Click the **submit** button to accept your new password.

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=18>

